



**SUBSURFACE SYSTEMS FILE & ARCHIVE RECORD REQUEST FORM**

To allow us to serve you better, please complete the information on the left side of this page. *Limited information about the property and system will significantly delay your request.*

If you have questions, please contact Land Resources Management at 603-271-3501 and reference this File & Archive Record Request form.

Submit form by FAX (603) 271-6588 or by EMAIL to [lrmp.archives@des.nh.gov](mailto:lrmp.archives@des.nh.gov)

DATE REQUESTED:

**REQUESTED BY:**

NAME:
BUSINESS NAME:
ADDRESS:
PHONE#:
FAX #:
EMAIL:

**INFO ABOUT THE PROPERTY AND SYSTEM**

APPROVAL NUMBER:
STREET NAME:
CITY/TOWN:
SUBDIVISION NAME:
TAX MAP AND LOT NUMBER:
TYPE OF STRUCTURE ON THE PROPERTY: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> RESIDENTIAL
YEAR THE BUILDING WAS CONSTRUCTED:
OWNER OF LAND JUST PRIOR TO CONSTRUCTION:
NAME OF OWNER ON ORIGINAL BUILDING PERMIT:
NAME OF PREVIOUS OWNERS(S) AND YEARS OWNED:
IF COMMERCIAL OR INDUSTRIAL, NAME(S) OF PREVIOUS OPERATIONS THAT HAVE DONE BUSINESS ON THE PROPERTY:

**REQUEST FOR**

- COPY OF SEPTIC SYSTEM PLANS
- COPY OF APPROVAL FOR CONSTRUCTION
- COPY OF APPROVAL FOR OPERATION
- COPY OF SUBDIVISION PLANS
- COPY OF APPROVAL FOR SUBDIVISION
- TEST PIT INFO
- COPY COMPLETE FILE

**FOR STATE USE ONLY**

APPROVAL # \_\_\_\_\_

ARCHIVE BOX or REGION#: \_\_\_\_\_

APPROVAL # \_\_\_\_\_

ARCHIVE BOX or REGION#: \_\_\_\_\_

APPROVAL # \_\_\_\_\_

RETURN PHONE CALL - DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

INFORMATION ONLY REQUESTED

NO INFORMATION FOUND

RESEARCH COMPLETED DATE: \_\_\_\_\_

ORDER AND PAY BY PHONE, CAPITOL COPY WILL COPY AND MAIL PLANS

PERSON WILL PICK UP PLANS AND PAY AT CAPITOL COPY

PERSON WILL PICK UP PLANS AND PAY AT NH DES THROUGH PUBLIC INFO OFFICE

CALL PERSON AND REVIEW PLANS

IN HOUSE REVIEW THROUGH PUBLIC INFO OFFICE

DATE RECEIVED FROM ARCHIVES: \_\_\_\_\_

LOGGED OUT AND RETURNED TO ARCHIVES ON DATE: \_\_\_\_\_

IMPORTANT: \*\* ALL FILES MUST BE LOOKED AT BY ENFORCEMENT PERSONNEL PRIOR TO COPYING FOR COURT CASES

DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

## HOW TO CONDUCT YOUR OWN RESEARCH ON LOT HISTORY

It is likely you can find the information you need to answer your questions by reviewing the records already available to you. NH realtors, state and municipal agencies, and citizens routinely use the following sources of information and internet websites to develop lot history information.

- Septic and Subdivision file information for parcels can be found on the NH DES Subsurface Systems Bureau website. Approval dates and designer and installer information can be found at: [http://www2.des.state.nh.us/OneStop/Subsurface\\_Application\\_Approval\\_Query.aspx](http://www2.des.state.nh.us/OneStop/Subsurface_Application_Approval_Query.aspx)
- Check with the town in which the parcel is located. The towns receive copies of all NH DES approved subdivisions and septic systems.
- The Municipal Tax Assessor's Office or Building Department in your city/town house the building permits for each structure. These will have the septic system approval numbers printed directly on them.
- The County Registry of Deeds Office ([www.nhdeeds.com](http://www.nhdeeds.com)) has "chain of ownership" information which will help NH DES determine who owned the parcel of land and when. As many of our records are listed by "owner", this is important information, especially for those systems or subdivisions that were approved prior to 1986. These NH counties have records available on-line. (Wait for the link to open fully.)
  - Hillsborough: <http://www.nhdeeds.com/hillsborough/HilIndex.html>
  - Rockingham: <http://www.nhdeeds.com/rockingham/RoIndex.html>
  - Strafford: <http://www.nhdeeds.com/strafford/StIndex.html>
  - Sullivan: <http://www.nhdeeds.com/sullivan/SulIndex.html>
  - Grafton: <http://nhdeeds.com/grafon/GrIndex.html>
  - Cheshire <http://nhdeeds.com/cheshire/ChIndex.html>
- Tax map, property information and maps can be found for many NH cities and towns in these assessing databases: <http://avitarofneinc.com/online.html> or <http://www.vgsi.com/vision/Applications/ParcelData/NH/Home.aspx>
- Check with the previous owner of the property. They may have historical information that is not found in any record.

## ABOUT STATE SUBSURFACE SYSTEMS RECORDS

The Subsurface Systems law was enacted in 1967. Subsurface records do not exist if the structure was constructed prior to 1967.

From 1967 to 1971, state records mainly consist of those septic systems installed within 1000 feet of a surface water. The catalog of these records is not always complete.

From 1967 to 1986, state records consist only of paper records. No electronic records for this time frame exist. The municipality where the structure is located may have either paper or electronic records for these building lots.

From 1986 to present, state records consist of paper and some portion of the records which are electronic. These electronic records can be found on the Subsurface Systems Bureau Public website (above).

Many of our paper records are not at the NH DES offices, but are stored at the NH Bureau of Archives and must be ordered by NH DES. The NHBOA delivers files to NH DES several times per week. The public cannot order records directly.